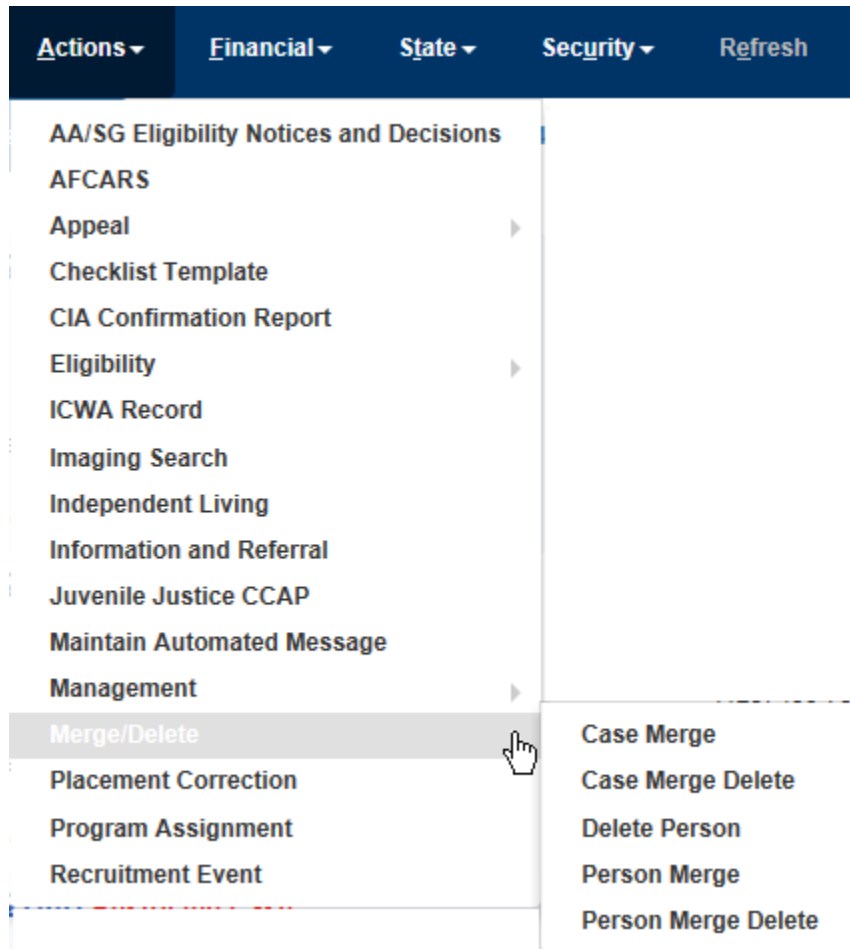


Initiate Case Merge

Day One

1. Confirm that all cases that you would like to merge have the same reference person with identical person IDs.
2. Go to the Actions Menu > Merge/Delete > Case Merge. This will open the Case Merge page.



3. Click on the Search hyperlink in the Retain Case group box. This will open the Case Search page.

Case Merge - Internet Explorer

eWiSACWIS Print Spell Check Help ?

Retain Case

Case Name:
Case Number:
Open Date:
Closed Date:

[Search](#)

Case Participants

Case(s) to be Merged

Case	Open Date	Closed Date	Remove
------	-----------	-------------	--------

[Search](#)

[Save](#) [Close](#)

100%

4. Search out the name of the case you would like to keep. Select the radio button next to the name of the case you would like to retain and click Continue.

Case Search -- Webpage Dialog

eWiSACWIS Print Spell Check Help ?

Search Criteria

Last Name: First Name: Case ID:
Site: ZIP Code: ☐ Search Archives

Search Precision: Sort By:

Record 1 to 10 of 10

Cases Returned

- ☒ Gaston, Nancy (9222321)
Child Welfare Status: Open 02/04/2008 Cake, Caitlin M., III Program Manager Milwaukee-Region 1 123 Pendleton Dr. ,
Madison, WI 53704
- ☐ Gaston, Nancy (9222073)
CPS Family - Initial Assessment Status: Open 02/19/2007 ERO-DCFS-Green Bay C/O: CareofLine Name , 452 Main Street ,
Apt.#12 , addressline3 , Lynxville, WI 54640
- ☐ Gaston, Nancy (9222076)
CPS Family - Initial Assessment Status: Open 02/20/2007 Cake, Caitlin M., III (Supervisor) Program Manager Milwaukee-
Region 1 C/O: CareofLine Name , 452 Main Street , Apt.#12 , addressline3 , Lynxville, WI 54640
- ☐ Gaston, Nancy (9222074)

5. This will bring you back to the Case Merge page with the name of the Retain case filled in as well as the Case Number, the case open date and the case closed date, if applicable. Please note, if you are merging any open cases, the case you retain must be an open case.

Case Merge - Internet Explorer

eWiSACWIS Print Spell Check Help ?

Retain Case

Case Name: Gaston, Nancy
Case Number: 9222321
Open Date: 02/04/2008
Closed Date: [Search](#)

Case Participants

Aardvark, Child M., III
Bagel, Dad
Example, Daughter
Example, Mother
Gaston, Nancy
Walker-Jones, Kenneth C., Jr.
walker, jane

Case(s) to be Merged

Case	Open Date	Closed Date	Remove
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[Search](#)

[Save](#) [Close](#)

100%

6. The next step is to select the cases you would like to merge into the retain case. Click the Search hyperlink and search out the cases you would like to merge. You can select multiple cases to be merged into the retain case; however, you must search them out individually. Any combination of the following cases can be merged: a closed into a closed case, an open into an open case, or a closed into an open case.

Case Merge - Internet Explorer

eWiSACWIS Print Spell Check Help ?

Retain Case

Case Name: Gaston, Nancy
Case Number: 9222321
Open Date: 02/04/2008
Closed Date: [Search](#)

Case Participants

- Aardvark, Child M., III
- Bagel, Dad
- Example, Daughter
- Example, Mother
- Gaston, Nancy
- Walker-Jones, Kenneth C., Jr.
- walker, jane

Case(s) to be Merged

Case	Open Date	Closed Date	Remove
Gaston, Nancy (9222073)	02/19/2007		Remove
Gaston, Nancy (9222076)	02/20/2007		Remove

[Search](#)

[Save](#) [Close](#)

100%

7. Once you have selected all cases you would like to merge, you can save the page. This will then prompt any error messages informing you if your merge cannot continue. If no errors exist, you will get a message asking if you are sure you would like to merge these cases. Click Yes.

Case Merge - Internet Explorer

eWiSACWIS Print Spell Check Help

Retain Case

Case Name: Gaston, Nancy
Case Number: 9222321
Open Date: 02/04/2008
Closed Date: [Search](#)

Case Participants

- Aardvark, Child M., III
- Bagel, Dad
- Example, Daughter
- Example, Mother
- Gaston, Nancy
- Walker-Jones, Kenneth C., Jr.
- walker, jane

Case(s) to be Merged

Case	Open Date	Closed Date	Remove
Gaston, Nancy (9222073)	02/19/2007		Remove
Gaston, Nancy (9222076)	02/20/2007		Remove

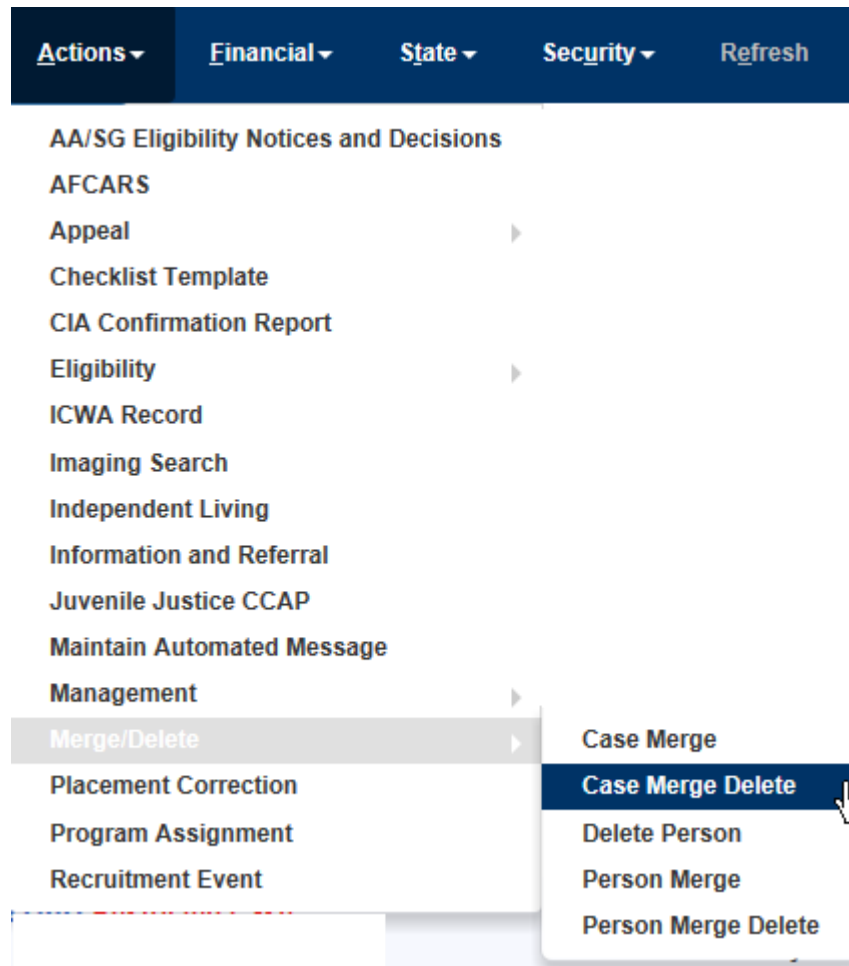
eWiSACWIS -- Webpage Dialog

Are you sure you want to merge these cases?

[Yes](#) [No](#)

8. Your merge has now been saved and you may close out of the page. If at any point during day one you would like to reverse your case merge, you may do so on the Case Merge Delete page.

9. To perform a case merge delete, go to Actions > Merge > Case Merge Delete. This will open the Case Merge Delete page.



10. The Case Merge Delete page will show you a record of all pending merges you currently are attempting. Click the checkbox under Delete for any cases you would like to delete from the case merge process and click Save.

Case Merge Delete - Internet Explorer

eWiSACWIS Print Spell Check Help ?

Pending Merge

Delete	Submitted by	Date Requested	Retain Case	Case(s) to be Merged
<input type="checkbox"/>	Cake, Caitlin, M.	12/27/2017	Gaston, Nancy (9222321)	Gaston, Nancy (9222076)
<input type="checkbox"/>	Cake, Caitlin, M.	12/27/2017	Gaston, Nancy (9222321)	Gaston, Nancy (9222073)

Save Close

100%

Day Two

1. Your cases should be merged. Information from the merged cases will appear in the Retain case.
2. You can see a history of case merges in the Merged Cases group box on the Closing/Merge History tab of the Maintain Case page.

Maintain Case - ID: 9222321 - Internet Explorer

eWiSACWIS Print Spell Check Help ?

Case: 9221116

Name: Gaston, Nancy Case Type: CPS Family - Ongoing Status: Open 06/29/2004

County Milwaukee Site/Region: BMCW-Admin W-2 Region:

CARES Case #: County Case #: ☐ Restricted Designation: [Select Program](#)

Participants Address Collaterals **Closing/Merge History**

Case History

Open Date	Closed Date	Reason	Initiated by	
06/29/2004	05/28/2009	Closing Disrupted	Cake, Caitlin M. (10173)	Historical

Merged Cases

Open Date	Merged Date	Former Case No.	Former Case Name	Initiated by	
06/30/2004	00/00/0000	9221124	Gaston Nancy	Cake, Caitlin M. (10173)	▲
06/30/2004	00/00/0000	9221123	Gaston Nancy	Cake, Caitlin M. (10173)	▼

Case Record Location

Status: Location:

Last Modified By: Date:

Options:

Done Local intranet | Protected Mode: Off 100%